



## Massachusetts Forest Legacy Program FY2017 Project Application and Instructions

A request for proposals for the Forest Legacy Program has been announced by the USDA Forest Service. The Massachusetts Forest Legacy Program is now accepting project proposals for consideration in the Federal Fiscal Year 2017 appropriation process.

*Project proposals submitted in previous years, but not funded, must be submitted again and comply with this announcement for consideration in FY 2017. Funding should be available for successful project proposals in the spring of 2017.*

### **Application Deadline:**

Completed project proposals must be received no later than **5:00 PM on September 14, 2015.**

### **Submission Instructions:**

- A. **Mail one paper copy** and **send an e-mail** with proposal and supporting documentation as attachments (or mail a CD with appropriate files) to the appropriate **Forest Legacy Area Sponsor:**

Connecticut Valley (Western Valley & Holyoke Range)

Kristin DeBoer  
Kestrel Land Trust  
P.O. Box 1016, Amherst, MA 01004  
(413) 549-1097  
[info@kestreltrust.org](mailto:info@kestreltrust.org)

Estabrook Woods

Joan Ferguson  
Concord Land Conservation Trust  
PO Box 141, Concord, MA 01742  
978-369-6526  
[info@concordland.org](mailto:info@concordland.org)

Nashua River Greenway

Al Futterman  
Nashua River Watershed Association  
592 Main Street, Groton, MA 01450  
(978) 448-0299  
[alf@NashuaRiverWatershed.org](mailto:alf@NashuaRiverWatershed.org)

North Quabbin Corridor

Leigh Youngblood  
Mount Grace Land Conservation Trust  
1461 Old Keene Road, Athol, MA 01331  
(978) 248-2051 x20  
[youngblood@mountgrace.org](mailto:youngblood@mountgrace.org)

Heritage Corridor

Ed Hood  
MassConn Sustainable Partnership  
30 Peck Road, Monson, MA 01057  
(508)347-9144  
[ehood@opacumlt.org](mailto:ehood@opacumlt.org)

Stockbridge Yokun Ridge & Taconic Range

Tad Ames  
Berkshire Natural Resource Council  
20 Bank Row, Pittsfield, MA 01201  
413-499-0596  
[tames@bnrc.net](mailto:tames@bnrc.net)

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation  
251 Causeway Street, Suite 600  
Boston MA 02114-2119  
617-626-1250 617-626-1351 Fax  
[www.mass.gov/dcr](http://www.mass.gov/dcr)



Charles D. Baker  
Governor

Karyn E. Polito  
Lt. Governor

Matthew A. Beaton, Secretary  
Executive Office of Energy & Environmental Affairs

Carol I. Sanchez, Commissioner  
Department of Conservation & Recreation

- B. Mail one paper copy and send an e-mail** with the proposal and supporting documentation as attachments (or mail a CD with appropriate files) to the **Forest Legacy Program Coordinator:**

Lindsay Nystrom  
Forest Legacy Program  
Department of Conservation & Recreation  
355 West Boylston Street  
Clinton, MA 01510

The Cover Letter, Interest Owner Letter of Commitment, Landowner Participation Letter, and Letters of Support mailed to the above address must include original signatures.

- C. Forest Legacy project proposals must also be entered into the "Forest Legacy Information System" (FLIS) no later than 5:00PM on September 14, 2015** for project proposals to be considered complete and eligible for review and ranking by the Massachusetts Forest Legacy Committee. Notify the appropriate Forest Legacy Area Sponsor and the Forest Legacy Program Coordinator, by email, that your project has been entered into FLIS.

### **Application Instructions:**

All applications must be submitted with each of the following supporting documentation to be considered complete. **Download FY2017 templates for these documents from the MA Forest Legacy Program website** (<http://www.mass.gov/eea/agencies/dcr/conservation/forestry-and-fire-control/forest-legacy-program.html>).

1. Cover Letter containing the following information:
  - a. Project Partners Contact Information: name, organization/agency name, address, phone, e-mail
  - b. Is this a multi-State project? If so, explain and list state(s) involved. Include letter of support from partner(s) in other state(s).
  - c. Description of the project and how the project proposal will meet the criteria in the "Massachusetts Assessment of Need" (AON), and protect the **public benefits** and **environmental values** identified for the specific "Forest Legacy Area".
2. Forest Legacy Project Information Worksheet: Describe the project and the public benefits and environmental values to be protected. Please refer to the "FLP Project Scoring Guidance" for information on the criteria on which your project will be scored. This data must also be entered into the Forest Legacy Information System (FLIS). The Worksheet and scoring guidance are posted on the MA Forest Legacy Program website.
3. Forest Legacy Tract Information Worksheet: Enter tract characteristics and cost share information. This data must also be entered into the Forest Legacy Information System (FLIS).
4. Interest Owner Letter of Commitment: Letter from State Agency, Municipality, or Federal Government (on appropriate letterhead and with authorized original signature) stating that they agree to hold the Forest Legacy Title Interests (Fee and / or CR).
5. Landowner Participation Letter: Letter signed by the landowner(s) (original signatures of **all legal owners**) stating the following information:

- a. The Project Partner has explained the requirements of the Forest Legacy Program, reviewed the Forest Legacy Program Conservation Restriction / Deed Template, and the landowner agrees to include their property for consideration in the FY2017 application process,
  - b. If the interests to be acquired are a Conservation Restriction, that someone has explained what a Forest Stewardship Plan is and the requirement to have a Forest Stewardship Plan filed with DCR and approved by the State Forester.
  - c. If the interests to be acquired are a Conservation Restriction, that the project partner has explained that one of the scoring criteria for the Forest Legacy Program is that the project increases dispersed pedestrian public access. The letter must state if the landowner has agreed to full, restricted, or no public access on the CR property.
6. Budget Information: A “Budget Information Worksheet” must be filled-in and submitted with the project proposal. The budget information must also be entered into FLIS. All numbers in the budget must be rounded to the nearest \$5,000.
  7. Boundary / Shapefile(s): A shapefile with the boundary of the land to be protected for each tract must be included. Only include those files which are part of the tract’s shapefile (at minimum .dbf, .prj, .shp, .shx). With the exception of the file extensions, all files associated with the shapefile must have the same name (i.e. tract 1.shp, tract 1.dbf, tract 1.prj, tract 1.shx). Bundle all files associated with your tract boundary into a .zip file folder.
  8. Photos: Up to 4 Photos can be included in the application.
  9. Letters of Support: Letters of support from all supporting parties with original signatures.

**All project proposals must:**

- Meet the goals of the Massachusetts Forest Legacy Program.
- Identify any federal lands or federal investments the project complements.
- Comment to what extent public access will be provided (Full, None, Restricted) and describe the type of public access that will be allowed or an explanation of why public access will be restricted or prohibited.
- Name the “Project” using a term that will **not** identify the landowner’s name.
- Identify each “Tract” in priority order. Do **not** use landowner’s name in FLIS. Identify tracts as: Tract 1, Tract 2, Tract 3, etc.
- Not exceed more than \$7,000,000.00 in Forest Legacy Program funding requested.
- Round the budget up to the nearest \$5,000.00. Including the “Total Tract Cost” (“Tract Cost” in FLIS), the “Forest Legacy Program Funding Request” (FLP Funding” in FLIS), and the “Cost Share Information Amount” (“Non-Federal Cost-Share” in FLIS) for each Tract on the Tract Information Worksheet.
- If it is a multiple year proposal (phased project), indicate which phase of the project is being considered this year, how many phases have been completed, and whether additional phases will be necessary if this phase is not fully funded. Individual phases will compete each year as standalone projects against all other proposed projects.

- If it is a new proposal, indicate whether the project can be phased and which tracts would make up the phases. (Be advised that by stating the project may NOT be phased there is the risk that the project prioritization panel will opt not to fund the project at all.)

### **Additional Information:**

The documents listed below contain information that may be useful in the preparation of project proposals. They can be found on the MA Forest Legacy Program website at <http://www.mass.gov/eea/agencies/dcr/conservation/forestry-and-fire-control/forest-legacy-program.html>:

- Forest Legacy Information System (FLIS) Users Guide
- Frequently Asked Questions Regarding Submitting Images to FLIS
- Project Scoring Guidance
- Map of Forest Legacy Areas in Massachusetts
- Guide & Checklist to Closing a Forest Legacy Project (CR & FEE)
- A Study of 2008, 2009, and 2010 Forest Legacy Program (FLP) Project Ratings
- Assessment of Need Documents
- National Review Panel TIPS
- USDA Northeastern Area Forest Legacy Program web site: <http://na.fs.fed.us/legacy/index.shtm>
- The USDA Forest Service, Final Amended “Forest Legacy Program Implementation Guidelines” (June 30, 2003) (As Amended May 18, 2012). are available at: <http://na.fs.fed.us/legacy/resources/pdf/FLPGuidelinesFinalAmended05082012.pdf>

Please contact Lindsay Nystrom at 978-368-0126 x120 or [lindsay.nystrom@state.ma.us](mailto:lindsay.nystrom@state.ma.us) if you have any questions.